



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON - STUTTGART
UNIT 30401
APO AE 09107-0401

1 SEP 2006

IMEU-STU-PMD

MEMORANDUM FOR Service Members, Civilian Employees, and Family Members residing within the US Army Garrison Stuttgart Area of Responsibility

SUBJECT: US Army Garrison Stuttgart Command Policy Letter 15 - Lost or Stolen Identification (ID) Cards

1. PURPOSE: To establish policy concerning standard procedures regarding lost or stolen ID Cards.

2. POLICY:

a. When an ID card is stolen or misplaced, the individual holder or sponsor must report the loss immediately to the nearest military police station.

b. When an ID Card is misplaced, sponsors will obtain a letter of counseling from the sponsor's immediate supervisor regarding an individual's duty to safeguard the military ID. This letter must be presented at the time the ID card is replaced.

c. In case the ID Card is stolen, no letter of counseling has to be obtained from the supervisor or presented to the Military Police at the time of the report.

3. Point of contact for this policy is the Provost Marshal Division at DSN 430-5451.


KENNETH G. JUERGENS
COL, OD
Commanding